



A GUIDE FOR INDUSTRIAL/COMMERCIAL/RETAIL-DEVELOPMENT

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The development of industrial, commercial and retail premises within The City of Whyalla will require Development Plan Consent (Planning Consent) and Provisional Building Rules Consent (Building Consent). The application may be made for both consents together or separately.

Planning Consent

An application for planning consent is assessed against the Development Plan, which is the policy document administered by Council to ensure development occurs in an orderly manner. The matters considered include:

- Locating activities in appropriate areas;
- Avoidance of impact on surrounding areas;
- Enhancing the appearance of localities;
- Safe and convenient vehicle access and parking; and
- Ensuring adequate environmental protection measures.

Building Consent

An application for building consent is assessed against the performance requirements of the Building Code of Australia and other relevant standards for compliance with:

- Structural provisions
- Fire safety provisions
- Access and egress
- Services and equipment
- Health and amenity
- Maintenance
- Energy efficiency
- Ancillary provisions
- Special use items

How is an application made?

An application is made by submitting a prescribed Development Application form (which is available online at www.whyalla.sa.gov.au and from the Council Office) together with information relevant to your proposal.

To avoid unnecessary delay, the information submitted with your application form is required to include the following:

1. Site Plan (2 copies)

Drawn to a minimum scale 1:500 (recommended scale 1:200) showing:

- (i) allotment boundaries, dimensions and position of any easements;
- (ii) positions and dimensions of existing and proposed building(s), structures, including alterations, extensions or demolition;
- (iii) purpose for which any existing or proposed building or structure on the site is intended to be used;
- (iv) site levels and floor levels in relation to any street drain channel or Council drain;
- (v) method of stormwater disposal and/or retention on site from buildings and paved areas;
- (vi) approximate north point;
- (vii) any prominent physical features and all existing trees;
- (viii) any existing or proposed driveway, carparking areas and pathways, showing type of construction and paving, layout and linemarking proposed for carparking bays including design levels;
- (ix) detailed landscaping plan and schedule indicating species and number of trees, shrubs and groundcovers;
- (x) the area of land and each building;
- (xi) details of type, height and construction of all boundary and internal fencing;

- (xii) location of storage, loading and unloading areas, including bin or waste storage areas; and
- (xiii) location of any required hydrants, boosters or street fire plugs.

In addition to the site plan:

- (i) Dimensioned elevations and sections of the proposed building(s) or structure(s), drawn to a scale of not less than 1:100, showing materials to be used in construction.
- (ii) Dimensioned plan for each floor level, drawn to a scale of not less than 1:100 showing intended use of rooms and other portions of the floor area, including location of exits and fire safety equipment.
- (iii) A current search copy of the relevant certificate of title(s).

3. Statement of Further Particulars

A statement of further particulars is necessary where the proposal cannot be adequately described on the application form and plans. The statement should include:

- (i) The specific use proposed, including the various activities to be carried out on the site;
- (ii) The expected number of employees in the proposed development;
- (iii) A description of all processes, machines and activities to be used on the site;
- (iv) The expected days and times of operation;
- (vi) The various stages in which the development is to be finalised (if applicable);
- (vi) Details of any lease or sub-lease where only a portion for the land or building is to be used. The statement may also include planning merits to support the proposed development; and
- (vii) Details and methods of waste storage and disposal.

4. Technical Drawings (2 Copies)

The technical drawings must contain the following information:

- (i) Size and locations of structural members;
- (ii) Detail/sections are required, drawn to a scale not less than 1:20;
- (iii) Location of all Essential Safety Provisions; and
- (iv) Floor plans showing lay out, partitioning, amenities and paths of egress.

5. Specifications (2 Copies)

The specifications outline materials and workmanship which comply with the Development Act and Regulations unless noted on the Technical Drawings. Standard specifications such as those available from the Master Builders Association are satisfactory provided the irrelevant clauses are deleted.

6. Calculations (2 Copies)

To comply with the Development Act and Regulations, calculations or reports (ie. Structural Computations, Footing and Geotechnical Reports, etc) are required.

7. How Much Does it Cost?

All fees are updated on the 1st July each year and are available on Councils website www.whyalla.sa.gov.au or Council staff will advise what the current fees are.

Public Notification

Public notification is a process Council may be required to undertake which involves notifying the owners and occupiers of adjacent land, any person that would be directly affected to a significant degree by the development, and in some instances the general public by placing an advertisement of the proposal in the Whyalla News. Any person(s) may then examine the application and make comment (representations) in respect to the proposal, within a 10 business day period. All representations will be forwarded to the applicant who may respond to any matters raised. In addition a public notification fee will apply along with an advertising fee. Please contact the Planning & Development Department to check if your proposal will require public notification.

Referral to Government Agencies

In instances where a development may have an environmental impact (including spray painting, storing fuels or chemicals, etc), is adjacent a major road or coastal area, or affects a State Heritage Item, Council is required to consult government agencies. An additional fee is required for each referral. Please contact the Planning & Development Department to check if your proposal will require referral to a government agency.

How Long Does It Take?

Council will endeavour to deal with your application as quickly as possible, however, at least twenty weeks should be set aside for Council approval. If Council is required to consult a government agency or give public notice of your proposal, a minimum of eight weeks should be set aside for Council approval. If you wish to lodge an application for Planning Consent only, you will need to submit the information listed in Parts 1,2, and 3.

Roof Water Drainage

The roof water should be disposed of on-site where possible or carried to the street water table by impervious pipe. Discharge into a rainwater tank and/or containing the run-off within the site is encouraged. Water is not allowed to enter or effect the stability of a building, or create unhealthy or dangerous conditions.

Easements

Building work is generally not permitted to be located over easements. If you need to construct a building over an easement, approval must be obtained from the authority that has control of the easement. Your Certificate of Title contains information about the location and nature of easements that may be on your property.

Encumbrance

In some areas, an encumbrance registered on the Certificate of Title will stipulate special building conditions. This may include the use of certain building materials or fencing. You should check your Certificate of Title to ensure you are not bound by such an encumbrance.

Construction Industry Training Levy

If the cost of the construction work exceeds \$15,000 a copy of the Construction Industry Training Form must be supplied along with the receipt of payment on lodgement of the application. The Levy fee is calculated at 0.25% of the development cost. This can be paid online at www.citb.org.au.

Certificate of Compliance

A Statement of Completion must be signed by the licensed builder who carried out the work, together with certificates of compliance for each Essential Safety Provision signed by the installer and submitted to Council before the Certificate of Occupancy can be issued.

Preliminary Proposals

People are encouraged to discuss their proposals with Council Officers at a preliminary stage.

Other Information

For their protection building owners are advised to employ licensed builders and contractors only. If you have limited building construction knowledge, it is advisable to use the services of professional building consultants such as architects, engineers, builders or building design consultants in preparing the above information.

Please Note: The information contained herein is intended as a guide. Further information or clarification of the Planning or Building requirements can be obtained from the Planning & Development Department.

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